



# User Guide

PANYNJ: Special Events Request  
External Application

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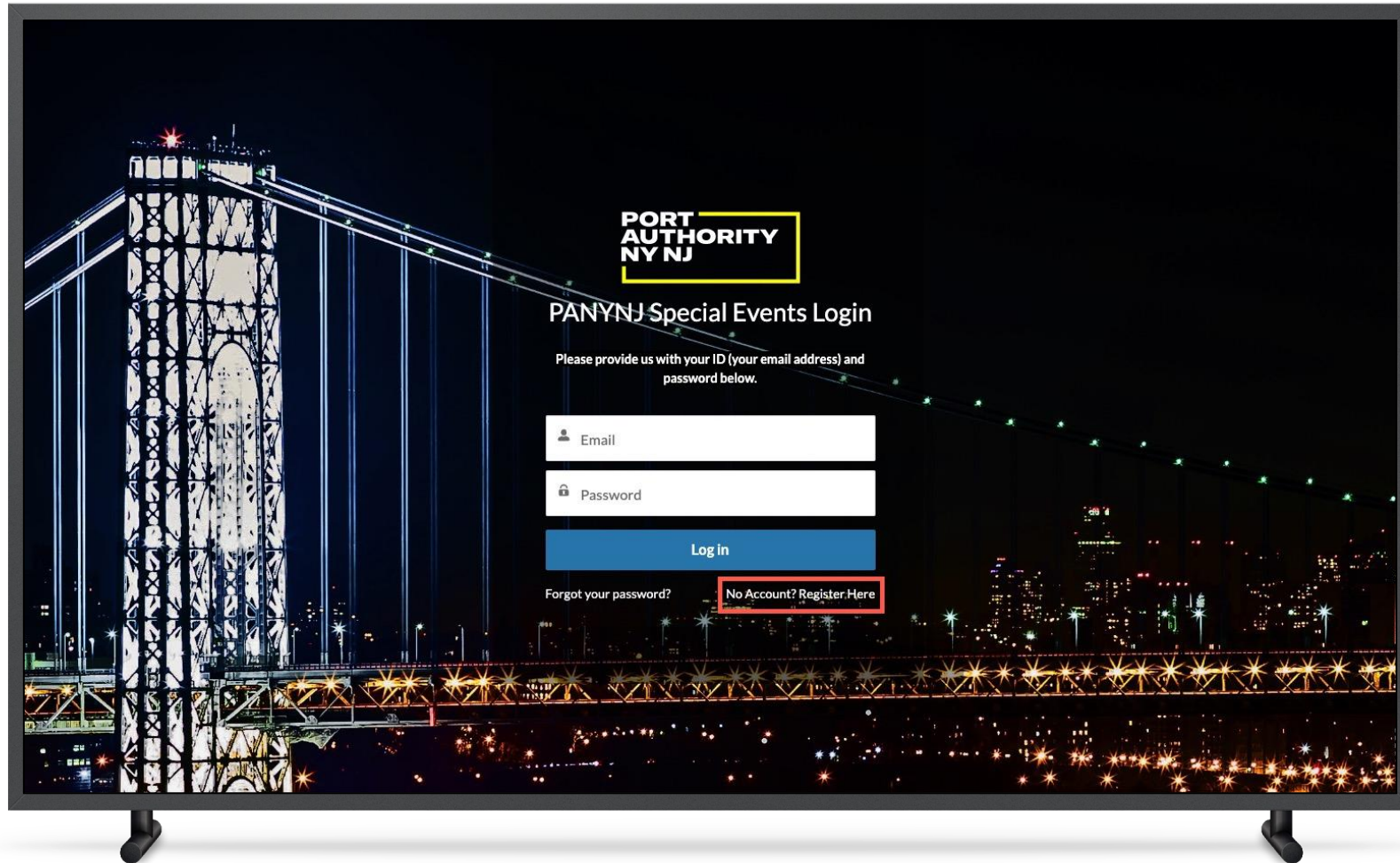
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# Register/Log In

# Register/Log In

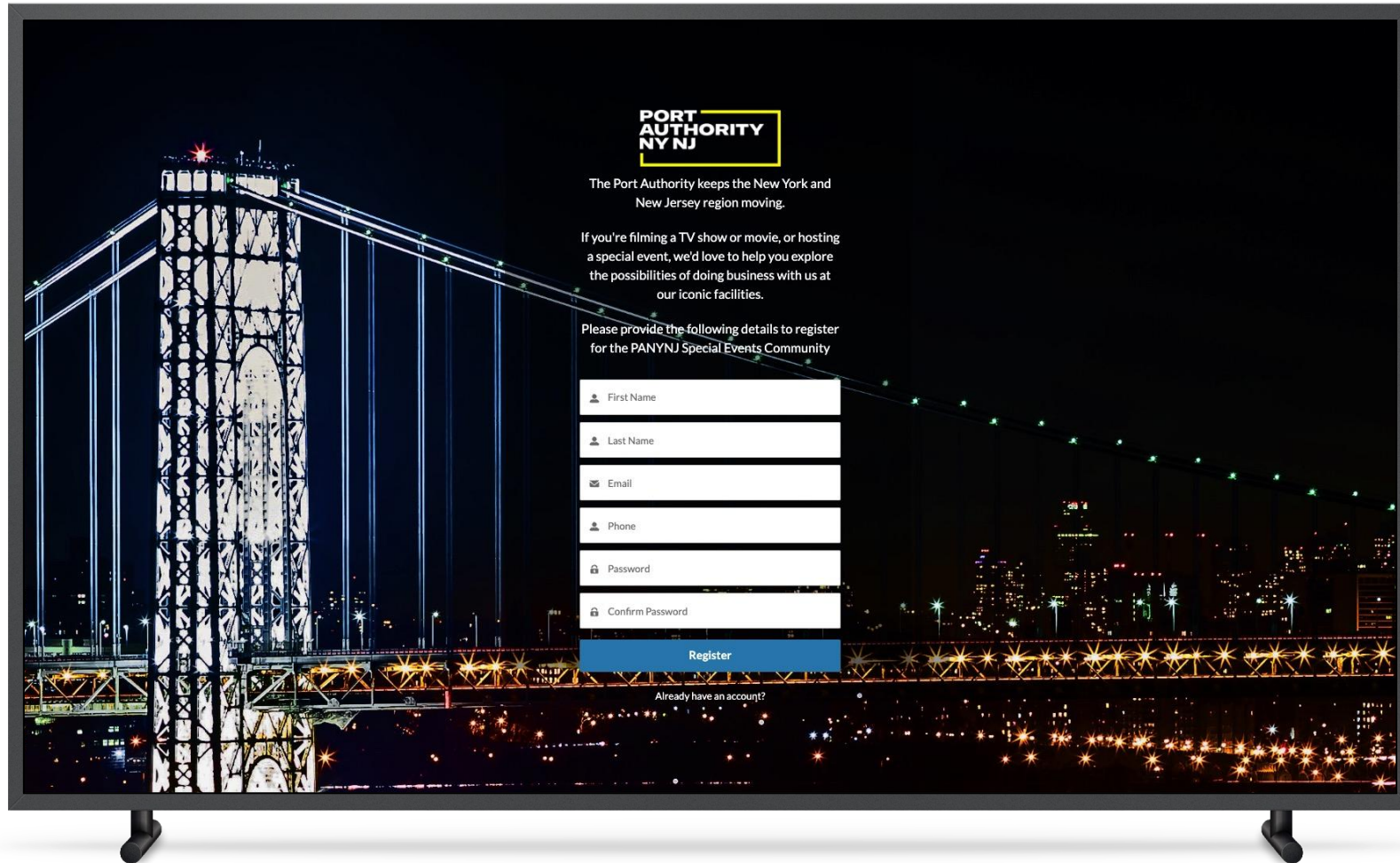


## Instructions

- Navigate to the **PANYNJ Special Events Login** page to Log In or Register.
- If this is you have not registered before, click the **No Account? Register Here** link.

## Key Points

# Register/Log In



**PORT AUTHORITY  
NY NJ**

The Port Authority keeps the New York and New Jersey region moving.

If you're filming a TV show or movie, or hosting a special event, we'd love to help you explore the possibilities of doing business with us at our iconic facilities.

Please provide the following details to register for the PANYNJ Special Events Community

First Name

Last Name

Email

Phone

Password

Confirm Password

Register

Already have an account?

## Instructions

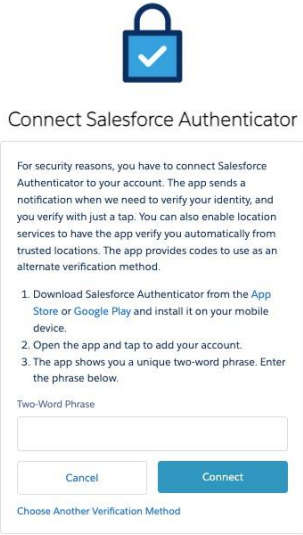
- Once on the **Registration** page you will need to fill the required information and click **Register**.

## Key Points

The following fields must be provided to complete registration:

- Last Name
- Email
- Phone
- Password
- Confirm Password

# Register/Log In



Connect Salesforce Authenticator

For security reasons, you have to connect Salesforce Authenticator to your account. The app sends a notification when we need to verify your identity, and you verify with just a tap. You can also enable location services to have the app verify you automatically from trusted locations. The app provides codes to use as an alternate verification method.

1. Download Salesforce Authenticator from the App Store or Google Play and install it on your mobile device.
2. Open the app and tap to add your account.
3. The app shows you a unique two-word phrase. Enter the phrase below.

Two-Word Phrase

[Choose Another Verification Method](#)

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## Instructions

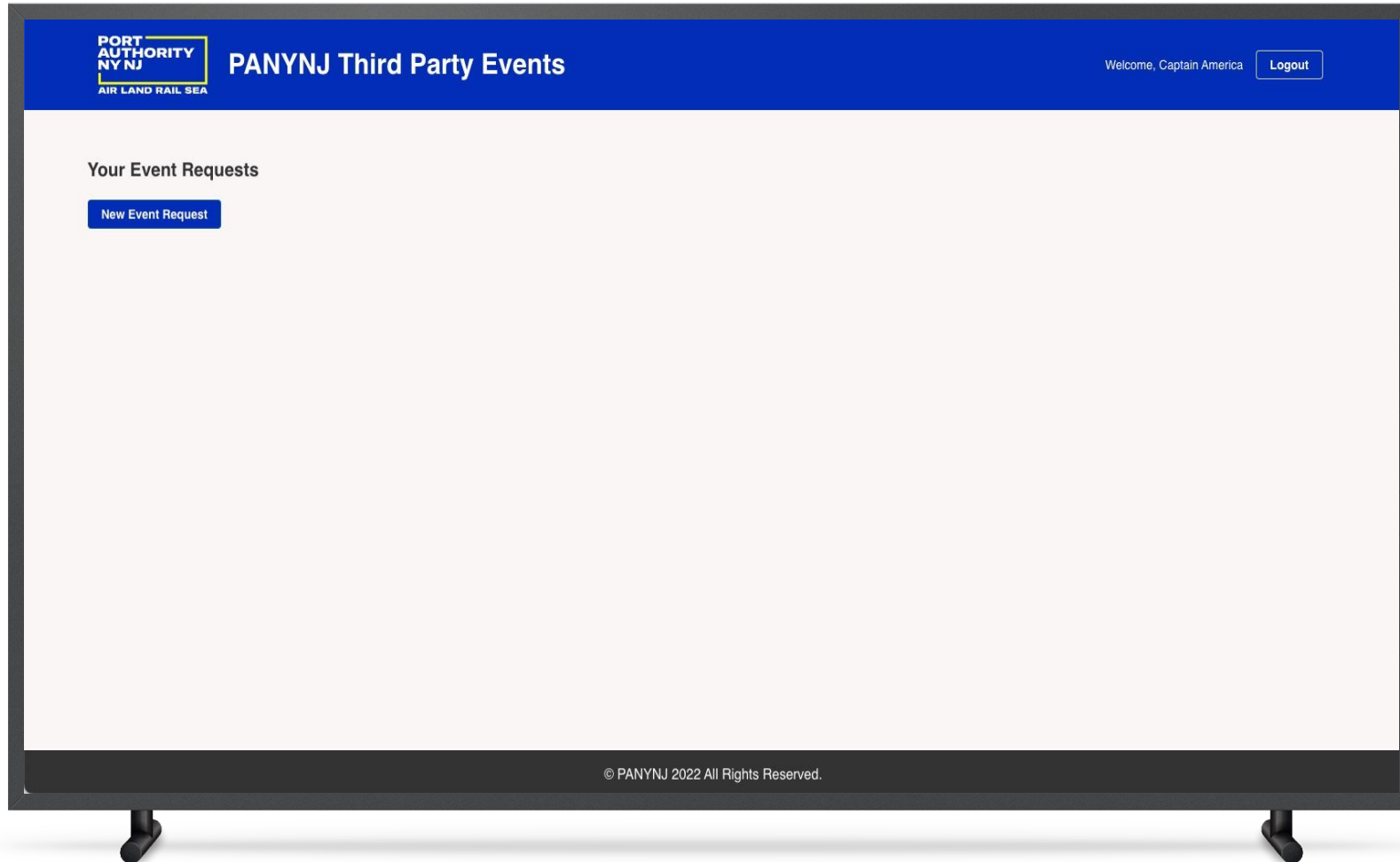
- After clicking on **Register**, the **Connect Salesforce Authenticator** page to setup the MFA with you mobile device.
- Enter the **Two Word Phrase** from your mobile device on the Salesforce Authenticator app and click **Connect**.

## Key Points

You will need to have the Salesforce Authenticator application installed on your mobile device which can be found on both the Apple & Google App Stores.

- The **Two Word Phrase** is provided once the Salesforce Authenticator setup on your mobile device.

# Register/Log In



## Instructions

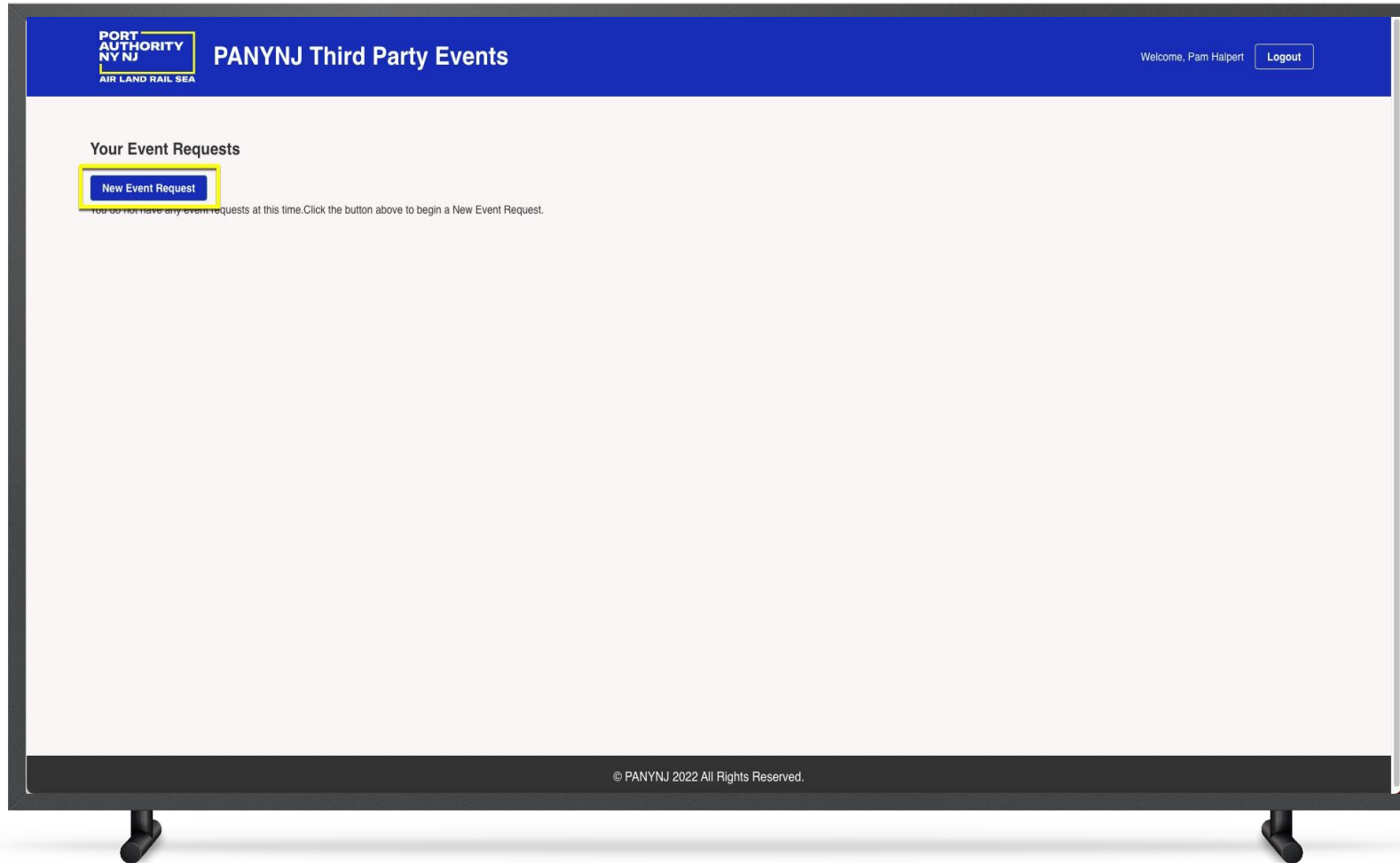
- After connecting the Salesforce Authenticator, the PANYNJ Third Party Events landing page will display.

## Key Points

- The landing page is where users will create and manage requests that users have submitted for approval.
- The first time you access the landing page you will only see the New Event Request button. After creating your first event a list will be visible.

# Creating New Event Requests

# Creating New Event Requests



## Instructions

- To begin creating a request, click on the **New Event Request** button.

## Key Points

# Creating New Event Requests

The screenshot displays a web application for creating new event requests. The header is blue with the Port Authority logo and the title 'PANYNJ Third Party Events'. A user is logged in as 'Pam Halpert'. A sidebar on the left shows a progress bar with six steps: 1. Company Information (active), 2. Event Details, 3. Event Schedule, 4. Review, 5. Payment, and 6. Submitted. The main content area is titled 'Company Information' and contains a 'Save and Exit' button. Below the title, it asks the user to provide sponsoring organization information. There are five required fields, each marked with a red asterisk: Contact First Name, Contact Last Name, Contact Title, Contact Phone, and Contact Email. These fields are arranged in two rows. Below the fields are three questions with radio button options: 'Are you applying as an Organization or as an Individual?' (Organization/Individual), 'Is your organization a non-profit?' (Yes/No), and 'Has your organization previously held an event at a Port Authority facility?' (Yes/No). At the bottom, there is a question about partnering with other organizations (Yes/No). 'Cancel' and 'Next' buttons are located at the bottom of the form.

**PORT AUTHORITY N.Y.N.J. AIR LAND RAIL SEA** **PANYNJ Third Party Events** Welcome, Pam Halpert [Logout](#)

**1** Company Information **2** Event Details **3** Event Schedule **4** Review **5** Payment **6** Submitted

**Company Information** [Save and Exit](#)

Please provide the Sponsoring Organization Information in the fields below:

\*Contact First Name \*Contact Last Name \*Contact Title

\*Contact Phone \*Contact Email

\*Are you applying as an Organization or as an Individual?  
☐ Organization ☐ Individual

\*Is your organization a non-profit?  
☐ Yes ☐ No

\*Has your organization previously held an event at a Port Authority facility?  
☐ Yes ☐ No

\*Is the sponsoring organization partnering with other organizations for this event?  
☐ Yes ☐ No

[Cancel](#) [Next](#)

## Instructions

- After opening a New Event Request, you will be navigated to the Company Information portion of the application.
- Complete the Sponsoring Organization information and the additional questions before clicking the **Next** button on the bottom of the right hand corner.

## Key Points

Complete the details for the following required fields which are highlighted with a red asterisk.

# Creating New Event Requests

PORT  
AUTHORITY  
NY  
NJ

AIR LAND RAIL SEA

PANYNJ Third Party Events

Welcome, Pam HalpertLogout

1 Company Information

2 Event Details

3 Event Schedule

4 Review

5 Payment

6 Submitted

Save and Exit

Event Details

\*Name of Event

\*Facility of Interest

Select an Option

\*Number of Attendees Including Staff

Select an Option

\*Type of Use

Select an Option

\*Purpose/Description of Event

\*Do you intend to fly drones/UAS?

Yes

No

\*Will the event require a set build?

Yes

No

Please upload a PDF file containing your event plan or description here. This should include but is not limited to, an overview of the organization/company, purpose, scope, content, schedule, duration, and logistics of the event, understanding that the details will be determined after a decision to proceed is made.

\*Upload Files

Upload Files

Or drop files

Cancel

PreviousNext

## Instructions

- Complete the Event Details section by providing all the required information and uploading a PDF containing the event plan or description.
- Click the **Next** button on the bottom of the right hand corner to navigate to the Event Schedule section.

## Key Points

Complete the details for the following required fields which are highlighted with a red asterisk.

# Creating New Event Requests

The screenshot shows a web application interface for creating new event requests. The header is blue with the Port Authority logo and the text "PANYNJ Third Party Events". A user is logged in as "Pam Halpert". A sidebar on the left shows a progress bar with six steps: Company Information, Event Details, Event Schedule (current), Review, Payment, and Submitted. The main content area is titled "Event Schedule" and contains several input fields: "Requested Start Date", "Requested End Date", "Requested Start Time", and "Requested End Time". There is a "Recurring" checkbox and a text area for "Additional Notes". At the bottom, there are "Cancel", "Previous", and "Next" buttons. A "Save and Exit" button is located in the top right corner of the form area.

PORT AUTHORITY  
NY NJ  
AIR LAND RAIL SEA

PANYNJ Third Party Events

Welcome, Pam Halpert Logout

Company Information  
Event Details  
3 Event Schedule  
4 Review  
5 Payment  
6 Submitted

Event Schedule

\*Requested Start Date

\*Requested End Date

\*Requested Start Time

\*Requested End Time

☐ Recurring

Additional Notes

Save and Exit

Cancel Previous Next

## Instructions

- Complete the Event Schedule section by providing all the required information.
- Click the **Next** button on the bottom of the right hand corner to navigate to the Review section.

## Key Points

- If Recurring is selected, then you will need to provide additional information in the **Additional Notes** section before advancing.
- The details should explain how the event will be recurring to ensure clear understanding is provided. For Example: "The event will be recurring every third friday of the month from 6PM to 6:30PM."

# Creating New Event Requests

The screenshot displays the 'PANYNJ Third Party Events' application interface. On the left, a vertical sidebar shows a progress bar with six steps: 'Company Information', 'Event Details', 'Event Schedule', 'Review' (highlighted with a blue circle and the number 4), 'Payment', and 'Submitted'. The main content area is titled 'Review' and contains two expandable sections. The first section, 'Application Status Details', is expanded and shows a table with the following data:

Status	Sub Status
Draft	

Status Reason Details	
Agreement Executed	Agreement Executed Date
No	

Total Estimated Cost	Total Actual Cost
0	0

The second section, 'Sponsoring Company Information', is collapsed and shows a list of links: 'Event Details', 'Event Schedule', and 'Uploaded Documents'. At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Next'.

## Instructions

- Review the details that have been previously entered by clicking on the respective sections.
- Once the details have been confirmed, navigate to the Payment section by clicking on the **Next** button.

## Key Points

If any changes need to be made to a specific section, users can navigate to the previous sections by clicking on the **Previous** button.

# Creating New Event Requests

The screenshot displays the 'PANYNJ Third Party Events' application interface. On the left, a vertical sidebar lists the steps: Company Information, Event Details, Event Schedule, Review, Payment (highlighted with a blue circle and the number 5), and Submitted (with a small '6' below it). The main content area is titled 'Payment' and includes a note: '\* You will be directed to a third party payment portal upon clicking the "Continue to Payment" button.' Below this note is a blue button labeled 'Continue to Payment'. At the bottom of the main area, there are three buttons: 'Cancel' on the left, 'Previous' in the center, and 'Submit' on the right. The top of the application has a blue header with the PANYNJ logo and the text 'PANYNJ Third Party Events'. On the right side of the header, it says 'Welcome, Pam Halpert' next to a 'Logout' button.

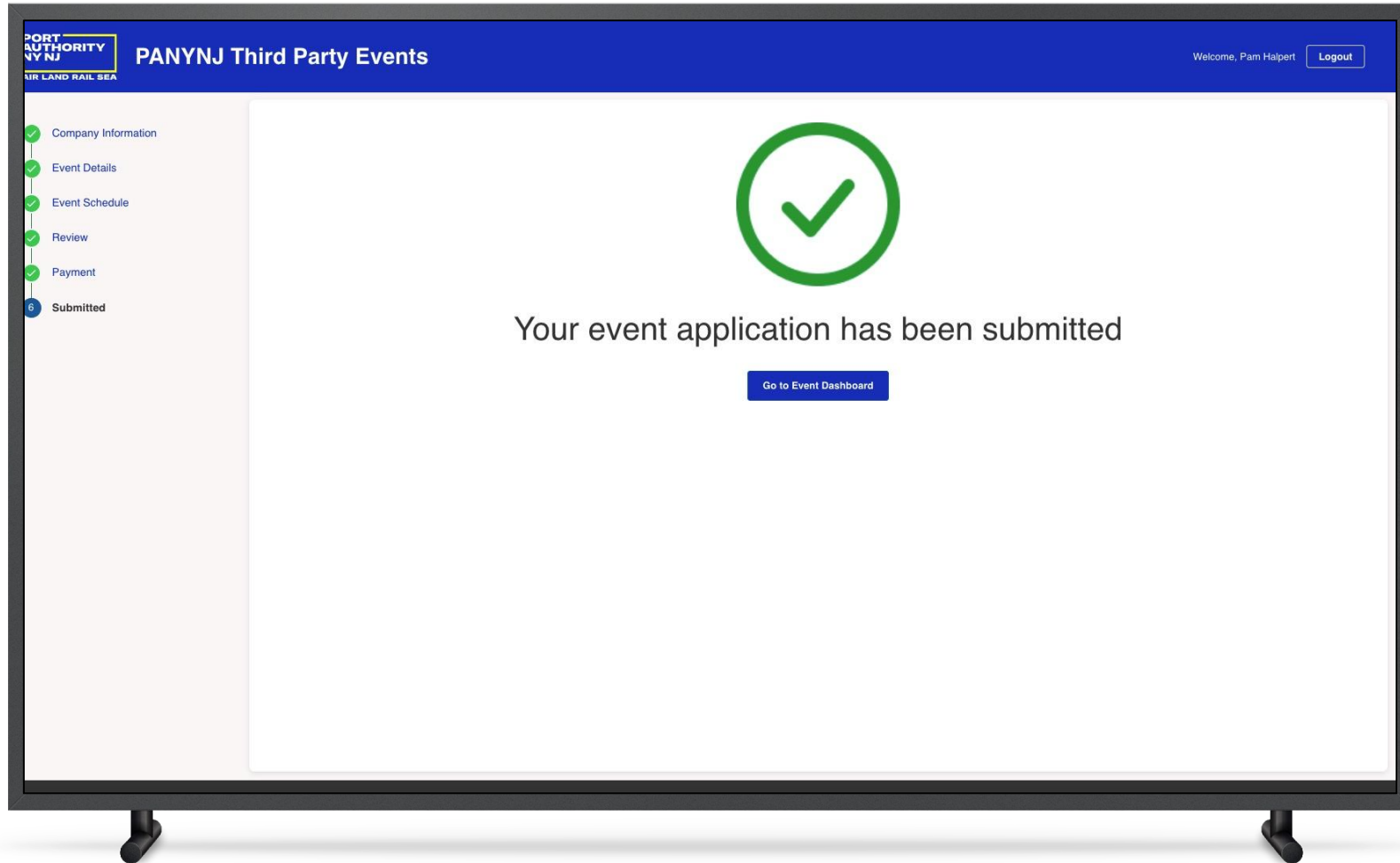
## Instructions

- If payment is due, the **Continue to Payment** button will be shown.
- Users should click the **Continue to Payment** button which will navigate the user to the Chase Payment portal.
- After completing the payment in the Chase Payment portal, users will be redirected to the Payment section again, and the user should click **Submit** to complete the application.

## Key Points

- Payments may not be required if the Sponsoring Organization is considered a nonprofit organization.
- If a sponsoring organization is found not to be a nonprofit organization, the application may be rejected and sent back for payment.

# Creating New Event Requests



## Instructions

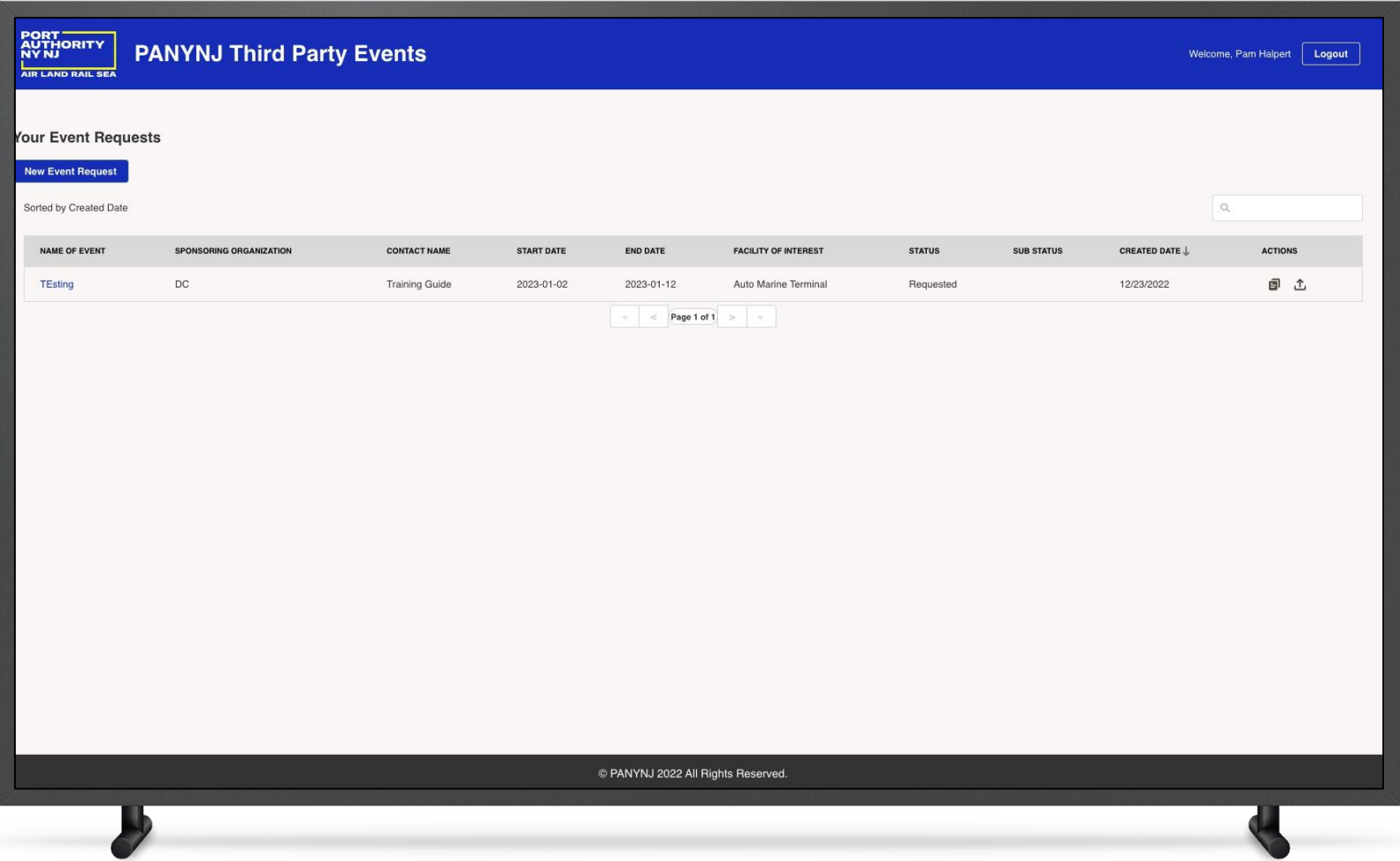
- The application will now be submitted, and the user can click on the **Go to Event Dashboard** button to navigate out of this application.

## Key Points

- Once you have submitted the application it will no longer be able to be modified.
- Additional attachments can be added by from the Landing/Home page. Instructions for that can be found on page 19 of this document.

# Managing Event Requests

# Managing Event Requests



## Instructions

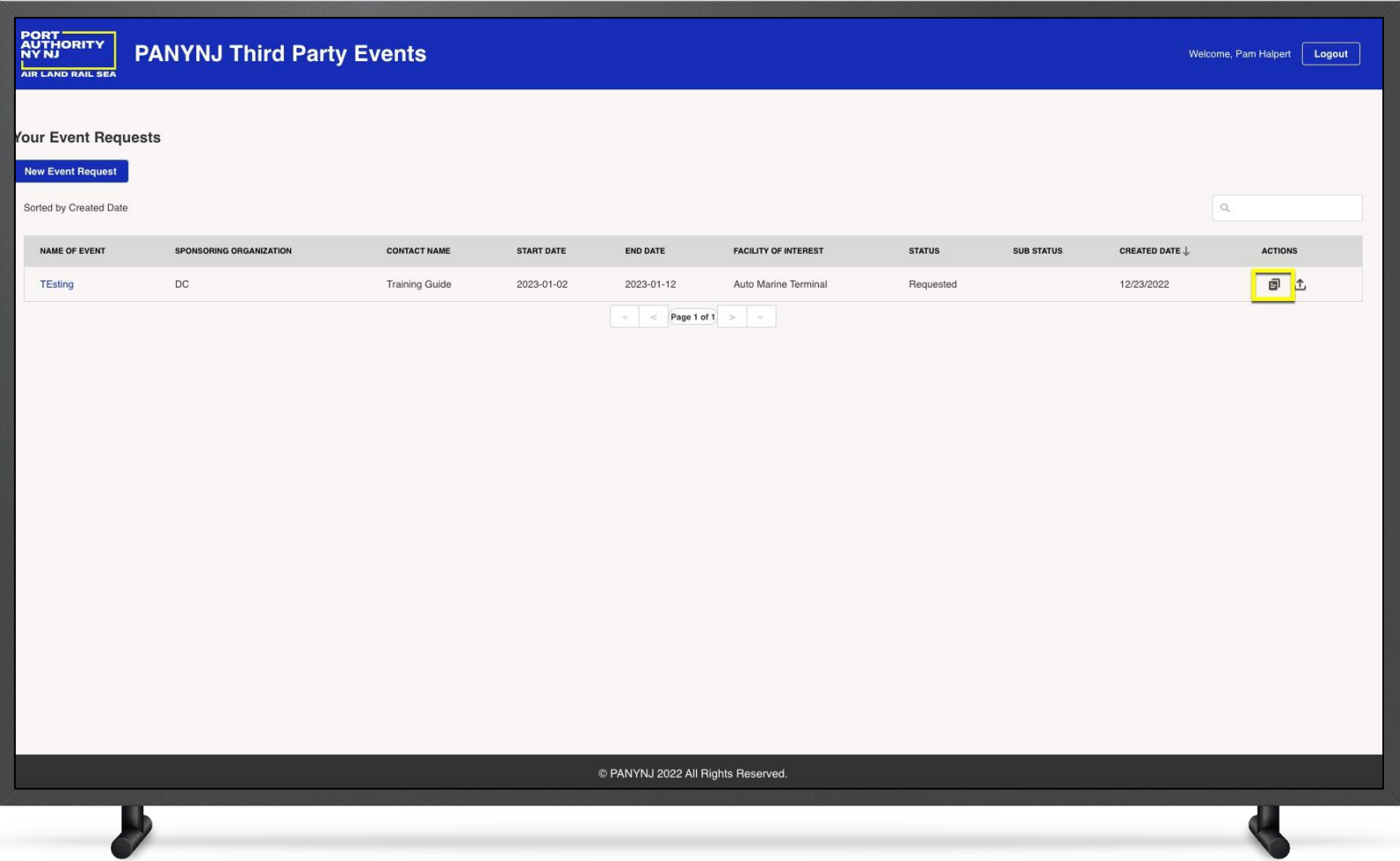
- To manage or review an application, users will click on the blue link under the **Name of Event** column.



## Key Points

If an application has been submitted and has a status other than "Draft", the details for the event cannot be edited and can only be reviewed.

# Managing Event Requests



## Instructions

- To clone a previous Event Request, the user should click on the highlighted copy button in yellow.
- Once the record is copied, the user will complete the application as they have in the previous steps.

## Key Points

The details copied from the original Event Request are limited to the following:

- Sponsoring Organization details
- Contact Name
- Name of Event
- Facility of Interest

# Managing Event Requests

PORT  
AUTHORITY  
NY NJ

AIR LAND RAIL SEA

PANYNJ Third Party Events

Welcome, Pam HalpertLogout

Your Event Requests

New Event Request

Sorted by Created Date

NAME OF EVENT	SPONSORING ORGANIZATION	CONTACT NAME	START DATE	END DATE	FACILITY OF INTEREST	STATUS	SUB STATUS	CREATED DATE ↓	ACTIONS
TEsting	DC	Training Guide	2023-01-02	2023-01-12	Auto Marine Terminal	Requested		12/23/2022	<div><div></div><div></div></div>

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## Instructions

- To add additional PDF files to a submitted application, the user can click the upload button highlighted in yellow.

## Key Points

**This Concludes the User Guide**